

Common problems with W9s – things to watch for.....

1. Must be current form (currently December 2014)
2. Line 1 must always be filled in:

If using an **SSN**, Line 1 will be the *Person's* name who the SSN belongs to
If Using an **EIN**, Line 1 will be the *Entity's* name (business name, trust name, etc...)
SSNs are assigned to PEOPLE – person's name goes in line 1
EINs are assigned to ENTITIES – entity's name goes in line 1
LLCs can be under an SSN, however, when it is, the W9 must be submitted as follows:
Line 1, Name: Name of the person who the SSN belongs to
Line 2, Business name: Name of the LLC
3. Lines 1, 3, 5 and 6 must always be filled out
4. Form must be signed and dated, date cannot be more than 6 months old
5. If using an **SSN**, the person who 'owns' the SSN should sign the W9. If this person is not able to sign for whatever reason, **Power of Attorney** paperwork *must* be submitted showing that whoever is signing has the authority to sign.
6. Only one name (one person, one business) per W9.
Cannot have husband and wife on one W9
Cannot be a parent company listing several subsidiary companies. Each subsidiary will need a separate W9 listing parent company in Line 1 and subsidiary in Line 2.
7. A Legal Name for a business cannot have a backslash (/) in it. Legal Name can be found on IRS form 147-c
8. Irrevocable Trusts and Estates *must* have an **EIN** – cannot be under an SSN
9. INCs and CORPs *must* have an **EIN** – cannot be under an SSN
10. Please make sure printing is LEGIBLE

If in any doubt, please call INDOT Finance at 317-232-5002

It is easier to ask upfront, than to try to fix it afterward.... 😊